CALL FOR TENDERS

MOVE/B1/2015-201

STUDY ON THE TEN-T MOTORWAYS OF THE SEA HORIZONTAL PRIORITY

TENDER SPECIFICATIONS
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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement\(^1\) concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.3. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint liability and several liabilities towards the Contracting Authority for the performance of the contract as a whole.

These economic operators shall designate one of them to act as leader with full authority to bind the grouping or the consortium and each of its members. It shall be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration and for coordination. The composition and constitution of the grouping or consortium, and the allocation of the scope of tasks amongst the members, shall not be altered without the prior written consent of the Commission.

The tenderers should indicate in their offer whether the partnership takes the form of:

a) a new or existing legal entity which will sign the contract with the Commission in case of award

or

b) a group of partners not constituting a new legal entity, who via a power of attorney, signed by an authorised representative of each partner (except the lead partner), designate one of the partners as lead partner, and mandate him as lead contractor to sign the contract with the Commission in case of award.

\(^1\) See [http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)
1.4. **Subcontracting**

Subcontracting is permitted in the tender but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers must give an indication of the part of the services and proportion of the contract that they intend to subcontract.

Tenderers are required to identify subcontractors whose share of the contract is above 20%.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

1.5. **Content of the tender**

The tenders must be presented as follows:

- **Part A:** Identification of the tenderer (see section 1.6)
- **Part B:** Evidence for exclusion criteria (see section 2.2)
- **Part C:** Evidence for selection criteria (see section 2.3)
- **Part D:** Technical offer (see section 2.5)
- **Part E:** Financial offer (see section 2.6)
- **Part F:** Power of attorney (for consortia only)

1.6. **Identification of the tenderer: legal capacity and status**

- The tenderer identification form in **Annex 1** shall be filled in and signed by:
  - The tenderer (including any member of a consortium or grouping)
  - The subcontractor(s) whose share of the work represents more than 20% of the contract.

- In order to prove their legal capacity and their status, all tenderers (including any member of a consortium of grouping) must provide a signed **Legal Entity Form with its supporting evidence**. The form is available on: [http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

  Tenderers that are already registered in the Contracting Authority’s accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

- If it has not been included with the Legal Entity Form, tenderers must provide the following information

  - For legal persons, a legible copy of the notice of appointment of the **persons authorised to represent the tenderer** in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any
delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

- The tenderer (only the leader in case of joint tender) must provide a Financial Identification Form and supporting documents. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

(1) Verification of non-exclusion of tenderers on the basis of the exclusion criteria

(2) Selection of tenderers on the basis of selection criteria

(3) Evaluation of tenders on the basis of the award criteria (technical and financial evaluation)

Only tenders meeting the requirements of one step will pass on to the next step.

2.2. Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 2.

The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 20%.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender. In case of doubt on this declaration on the honour, the contracting authority may also request the evidence for subcontractors whose intended share of the contract is above 20%.

2.3. Selection criteria

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority
that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

2.3.1. Economic and financial capacity criteria and evidence

In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must comply with the following criteria:

- The annual turnover of each of the last two financial years for which the accounts have been closed of minimum EUR 1.000.000.

The following evidence should be provided:

- Copy of the profit & loss account for the last two years for which accounts have been closed,

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.2. Technical and professional capacity criteria and evidence

Tenderers must confirm and demonstrate that they have the skills and experience needed to carry out the work and that they meet the requirements listed below.

a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the criteria specified below:

- The tenderer must prove experience in carrying out studies and research in the field of transport infrastructure and maritime transport and logistics with at least 4 projects delivered in this field in the last three years with a minimum value for each project of EUR 185.000.

- The tenderer must prove experience of working in English with at least two projects delivered in the last three years showing the necessary language coverage.

- The tenderer must prove capacity to draft reports in English.

- The tenderer must prove experience of working in at least 10 maritime Member States with at least 3 projects delivered in the last three years.
- The tenderer must prove experience in survey techniques, data collection, statistical analyses and drafting reports and recommendations.

- The tenderer must prove experience in carrying out projects involving two or more Member States at the same time.

- The tenderer must prove experience in the preparation and organisation of high level international meetings with at least one event delivered in the last three years.

b. Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the profiles listed below.

**Project Manager:** At least 10 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least € 300,000) and in the area of transport infrastructure and maritime transport and logistics, with experience in managing a team of at least 5 people.

**Linguistic capacity:** at least two members of the team should have native-level language skills in English or equivalent, as guaranteed by a certificate or past relevant experience.

**All experts:** Relevant higher education degree and at least 3 years' professional experience in the field of maritime transport and logistics and/or transport infrastructure. In addition to the project manager, the team must include at least one senior expert who has at least 5 years' professional experience in the field of transport and transport infrastructure must be part of the team. Expertise of the team should be proven in the fields of transport infrastructure, maritime transport and multi-modal logistics.

**Data collection:** collectively the team should have knowledge of five EU languages spoken in the maritime EU countries and proven experience of at least 2 years in data collection techniques.

**Organisation of meetings:** collectively the team should have knowledge of the preparation and organisation of high level international meetings with proven experience of at least 1 event in the last three years.

**Drafting skills:** collectively the team should have very good communication and drafting skills in English.

c. Evidence:

The following evidence should be provided to fulfil the above criteria:

- A complete listing of relevant services provided in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;

- Description of the team composition specifying the function of each team member.
- Curricula Vitae (CVs) of the persons who will provide the service for this tender including the management staff. CVs shall show the educational and professional qualifications as well as the linguistic skills of each person. Each CV provided should indicate the intended function of the person in the delivery of the service.

Regarding the technical and professional capacity criteria, a template is available in Annex 6.

2.4. **Award criteria**

The quality of the tender will be evaluated based on the following criteria. (The maximum total quality score is 100 points.)

1. **Quality of the proposed methodology** (70 points - – minimum threshold 60%)

Sub-criterion 1.1 (30 points – minimum threshold 50%): *Comprehensiveness of the trade, maritime traffic and ports' analysis* – how the tenderer proposes to cover the analysis of all the elements necessary for the preparation of the work plan for the MoS, in particular the detailed analysis of different types of trade, maritime traffic and ports and their interrelations as well as their contribution to the achievement of the overall TEN-T Policy objectives. It will also be verified how the tenderer plans to assess wider benefit of the Motorways of the Sea implementation.

Sub-criterion 1.2 (10 points – minimum threshold 50%): *Data collection* – how the tenderer will gather and organise all data related to specific trade, traffic, infrastructures and ports, in particular in relation to the elaboration of the Detailed Implementation Plan (DIP), i.e. comprehensive priorities and project list for the MoS

Sub-criterion 1.3 (30 points – minimum threshold 50%): *Maritime integration approach* – how the tenderer intends to take into consideration the integration of the Motorways of the Sea into the core network corridors provided for in the TEN-T Regulation, including infrastructural, geographical, administrative and technical challenges and the ways the instrument of the MoS can contribute to the development of the TEN-T multimodality and address the objectives of the Union's transport policy.

2. **Organisation of the work and quality assurance** (30 points – minimum threshold 60%)

Sub-criterion 2.1: (25 points – minimum threshold 50%) Under this criterion it will be assessed how the roles and responsibilities of the proposed team and of the possible associates (in case of joint tenders, including subcontractors if applicable) are distributed for each task, including the geographical coverage of the analysis. It also will be assessed the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

Sub-criterion 2.2: (5 points – minimum threshold 50%) This criterion concerns the control system applied to the services asked for in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of
absence of any member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

Tenders must score 60% for each criterion and 50% for each sub-criterion, and 70% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After the evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering the best value for money.

The contract will be awarded to the tender offering the best ratio quality/price according to the formula below (a weighting of 70:30 is given to quality and price):

$$\text{Score for tender } x = \frac{\text{total quality score for award criteria for tender } x}{100} \text{ multiplied by 0.7} + \frac{\text{price of lowest tender}}{\text{price of tender } x} \text{ multiplied by 0.3}$$

2.5. Technical offer

The technical offer must cover all aspects and tasks required in the technical specification and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

2.6. Financial offer

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

The value of the contract has been estimated, as a maximum, at EUR 750,000. Tenders exceeding this amount will be rejected from further evaluation.
3. TECHNICAL SPECIFICATIONS

3.1. Introduction
The Trans-European transport network (TEN-T) policy is a vital part of the EU’s common transport policy. It is the policy framework for the development of transport infrastructure with a view to allowing the smooth functioning of the internal market and for ensuring economic, social and territorial cohesion and improved accessibility across the EU.

Guidelines defining the TEN-T policy and the infrastructure planning were first adopted in 1996 and then revised in 2004, taking into account EU enlargement and the expected changes in traffic flows. Furthermore, the list of 14 priority projects was extended. In 2010, a recast of the TEN-T Guidelines was adopted (Decision No 661/2010/EU). A complete review was adopted in December 2013 (the TEN-T Regulation), establishing a dual layer core and comprehensive network with strict standards and deadlines as well as horizontal priorities to help implementing the TEN-T. The key implementation tool of TEN-T are the core network corridors (corridors, CNC), whereas the Motorways of the Sea (MoS) represent the maritime dimension of the TEN-T. As such, MoS are a TEN-T horizontal priority which supports and integrates the development of maritime transport, ports and their hinterland connections (origin/destination) whilst promoting a safe and sustainable environment for the deployment of infrastructure, transport technology and information systems.

MoS builds on the core and comprehensive networks of European ports and logistics centres as well as on the TEN-T core network corridors, knitting a dense transport grid which will facilitate trade operations and cohesion thereby boosting growth. Every TEN-T corridor starts and ends in a port.

3.2. General and specific objectives
The TEN-T Regulation stipulates that "within two years after being designated […], the European Coordinator for motorways of the sea shall present a detailed implementation plan for the motorways of the sea based on experiences and developments relating to Union maritime transport as well as the forecast traffic on motorways of the sea". This implies that such a plan shall be presented in the first half of 2016 to the European Parliament and Member States.

In order to fully grasp the possibilities of Motorways of the Sea to establish a trans-European network which concentrates flows of freight on viable, regular, and reliable sea-based transport services that are integrated in logistic chains and cover all types of maritime freight operations, a detailed analysis of current situation has to be made in order to accurately define the detailed objectives to follow. This analysis has to cover global and maritime trade patterns

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existing ports and their infrastructures, maritime links and market developments as well as infrastructural, technical and administrative obstacles for maritime transport. Based on these considerations, the European Coordinator for MoS will propose a detailed and targeted Work Plan for this TEN-T horizontal priority.

The development of the MoS will enable the Union to facilitate and increase trade whilst reducing land transport congestion, increase use of more sustainable modes of transport, increase transport efficiency and effectiveness, safety, environmental protection and improve accessibility to peripheral regions.

3.3. Tasks

1. Analysis of MoS global environment (global and maritime trade patterns and traffic) and taking stock of existing materials and implemented projects in the MoS horizontal priority;

2. Analysis of the accessibility of the entire TEN-T for maritime transport (i.e. core and comprehensive TEN-T ports) as well as taking peripheral maritime regions into account;

3. Analysis of ports’ infrastructural needs, being part of both the Core Network Corridors and MoS, including the concerned maritime operators serving those ports;

4. Horizontal priorities for further development of MoS, particularly identifying the key priority areas e.g. environment and climate change, logistics integration, hinterland connections, safety and the human element and the key technologies and solutions to be prioritised;

5. Dissemination activities, in particular to the Conference(s)-Forum and the Final conference as well as to the presentation of the DIP to the Parliament, Member States and stakeholders;

6. Unforeseen tasks related to the above mentioned activities (max. 20% of the workload) and fulfilling art 21 of the TEN-T regulations.

Regarding tasks 2 and 3 in relation to the establishment of the Detailed Implementation Plan (DIP), i.e. comprehensive priorities and project list for MoS the Contractor should include in their analysis the work done under the PORTOPIA project. The deliverables of this project to which the Contracting Authority will possess the copyrights and will consider reliable, shall be made available to the Contractor.

In order to address the confidentiality issues, deliverables containing project lists will be made only for the Commission being understood that this inventory will only assist the Commission in defining its policy and financing objectives.

With regard to Task 1, the study shall include:

   - a relevant literature review of the materials and studies relevant for the further analysis of MoS;

   - an identification of relevant stakeholders for the MoS activities. This shall include port authorities and operators, shipowners and ship operators as well freight


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4 http://www.portopia.eu/
forwarders and at least the port authorities identified in the 2014 corridor studies\(^5\) activity, finally also other relevant associations or organisations, etc., e.g. Conference of Peripheral Maritime Regions;

- an analysis of MoS projects as well as ports and port related multimodal projects financed under the 2007-2013 TEN-T programme with a critical review and proposal for drawing conclusions to enable the European Coordinator to prioritise the most effective categories of projects. This activity shall also take into account the works already done in similar projects e.g. the European Parliament and notably the study on "Motorways of the Sea - Ex post evaluation on the development of the concept from 2001 and possible ways forward" to avoid unnecessary repetitions of work;

- establish a general EU-wide overview of currently existing shipping operations and services (incl. regular short sea shipping, global shipping, feeders, ROPAX, tramp services, e.g. global trade and maritime trade patterns and traffic density areas, targeting internal trade served by shipping- app 40% and external trade served by shipping – app 75%, Etc.)

- as a preliminary analysis for future detailed investigation of the situation of individual ports and their hinterland connections. This should be based on internationally recognised methods and data sources. This element of analysis should encompass the connections along the corridors, intra-corridors and traffic flows feeding into the corridors.

With regard to **Task 2**, the study shall include:

- a detailed analysis of all ports being part of the TEN-T in terms of:
  
  o a general overview of currently existing shipping operations and services (incl. regular short sea shipping, global shipping, feeders, ROPAX, tramp services, etc.) in individual ports; the traffic volumes of the ports should grouped under the following headings: RORO/ROPAX, container, liquid bulk (oil, other), dry bulk (coal, iron ore, grain, other) and other to identify the main activities of individual ports;

  o seaside access (incl. depths and maximum vessels size), including fairways, breakwaters, locks, etc. and all other related infrastructures and their suitability for the current transport and market needs as well as objectively forecasted traffic flows for individual ports based on widely recognised forecasts for international and global markets, taking into consideration the analysis under first sub-bullet point;

  o cargo handling infrastructures (superstructure) and their suitability for the current transport and market needs as well as objectively forecasted traffic flows for individual ports based on widely recognised forecasts for international and global markets, taking into consideration the analysis under first sub-bullet point;

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- hinterland connections, including last mile rail, road and inland waterways connections and their suitability for current transport and market as well as objectively forecasted traffic flows for individual ports based on widely recognised forecasts for international and global markets, taking into consideration the analysis under first sub-bullet point;

- Hinterland and foreland connections of peripheral regions

For the purposes of the forecasts of the traffic flows, the assumptions should be consistent with the work of the International Transport Forum as well as the work done under the Study on support measures for the implementation of the TEN-T core network related to sea ports, inland ports and inland waterway transport.

- an identification of investment needs as well as development of a list of projects located in the TEN-T core ports. This list of projects shall include projects submitted by relevant stakeholders (port authorities, operators, etc.) as well as those which are not submitted by relevant stakeholders but are necessary to implement the TEN-T requirements (art. 22-23 of the TEN-T Regulation) but not covered by any infrastructure investment planning. The analysis should take into consideration that MoS projects shall involve at least two different ports. Every project has to have a foreseen start and end date (year) or clearly be marked as lacking such maturity, the analysis shall take into account the analysis of scope of the proposed projects to assess their importance for the MoS implementation;

- an assessment of existing bottlenecks in ports as well as in the port access infrastructure and proposals of projects for their removal, including by prioritisation of projects submitted by stakeholders;

- an overview of existing cooperation forums, such as e.g. Baltic Ports Organization; which may be of relevance for the MoS programme;

- an analysis on the ways of inclusion of ports and MoS into the general TEN-T policy objectives. This analysis shall cover the following aspects:

  - assessment of possible developments of short sea shipping connections as complementary to land connections;

  - assessment of possible synergy developments of global shipping and short sea shipping as feeder connections for the TEN-T land transport network and, vice-versa, the assessment of land transport as contributor of traffic for maritime transport;

- an assessment of possible ways of integration of MoS in the wider TEN-T context and provide for an evidence-based proposal for selecting priorities to further pursue in the Work Plan for MoS

- An assessment of requirements for optimum port-ship interfaces both in terms of infrastructure and information

- Environmental requirements, e.g. LNG re-fuelling, cold ironing, water ballast, etc.

- an assessment of costs in the port sector as well as in the shipping industry, resulting from the application of the TEN-T Regulation (Core and Comprehensive networks).
This calculation shall be based on well established industrial practices. The analysis under Task 3 shall be based on the art. 21 of the TEN-T Regulation.

**Subtask 2a:** The analysis of the port infrastructure under Task 2 shall take into consideration the definitions contained in the TENtec glossary and the relevant data should be fed into the TENtec system. The detailed description of the TENtec data collection is provided in the Appendix 1. The list of specific data and parameters that are to be collected as regards port infrastructure is also provided in this Appendix.

With regard to **Task 3**, the study shall include:

- a detailed analysis of TEN-T ports being part of the Core Network Corridors in terms of:
  
  o a general overview of currently existing shipping operations and services (incl. regular short sea shipping, global shipping, feeders, ROPAX, tramp services, etc.) in individual ports; the traffic volumes of the ports should be grouped under the following headings: RORO/ROPAX, container, liquid bulk (oil, other), dry bulk (coal, iron ore, grain, other) and other to identify the main activities of individual ports;
  
  o seaside access (incl. depths and maximum vessels size), including fairways, breakwaters, locks, etc. and all other related infrastructures and their suitability for the current transport and market needs as well as objectively forecasted traffic flows for individual ports based on widely recognised forecasts for international and global markets, taking into consideration the analysis under first sub-bullet point;
  
  o cargo handling infrastructures (superstructure) and their suitability for the current transport and market needs as well as objectively forecasted traffic flows for individual ports based on widely recognised forecasts for international and global markets, taking into consideration the analysis under first sub-bullet point;
  
  o hinterland connections, including last mile rail, road and inland waterways connections and their suitability for current transport and market as well as objectively forecasted traffic flows for individual ports based on widely recognised forecasts for international and global markets, taking into consideration the analysis under first sub-bullet point;

For the purposes of the forecasts of the traffic flows, the assumptions should be consistent with the work of the International Transport Forum as well as the work done under the *Study on support measures for the implementation of the TEN-T core network related to sea ports, inland ports and inland waterway transport*. 

- an identification of investment needs as well as development of a list of projects located in the CNC ports. This list of projects shall include projects submitted by relevant stakeholders (port authorities, operators, etc.) as well as those which are not submitted by relevant stakeholders but are necessary to implement the TEN-T requirements (art. 22-23 of the TEN-T Regulation) but not covered by any infrastructure investment planning. The analysis should take into consideration that MoS projects shall involve at least two different ports. Every project has to have a
foreseen start and end date (year) or clearly be marked as lacking such maturity, the analysis shall take into account the analysis of scope of the proposed projects to assess their importance for the MoS implementation;

For the data collection on the projects in ports under Task 3, the Contractor should include in the analysis the data collected by the Contractor(s) appointed for the next generation of the corridors studies\(^6\).

– an assessment of existing bottlenecks in ports as well as in the port access infrastructure and proposals of projects for their removal, including by prioritisation of projects submitted by stakeholders;

– an analysis on the ways of inclusion of ports and MoS into the Core Network Corridors and exploiting the mutual benefits. This analysis shall be of intermodal character and cover the following aspects:

  o assessment of possible developments of maritime connections assuring the continuity of the relevant corridor (e.g. links between Finland and Sweden or between Italy or Malta along the Scan Med Corridor);

  o assessment of possible developments of maritime transport as feeder connections for the respective corridors and their impact on the respective corridor;

  o assessment of possible developments of synergies between global shipping as feeder connections for the respective corridors and their impact on the respective corridor,

  o assessment of land transport as contributor of traffic for the maritime leg of the respective corridors;

– an assessment of possible ways of integration of MoS and the core network corridors via logistics chain (for example: collaboration with RFCs, last mile operators etc.) and an evidence-based proposal for selecting priorities to further pursue in the Work Plan for MoS;

– an assessment of costs of implementation in the port sector as well as in the shipping industry, resulting from the application of the TEN-T Regulation – Core and Comprehensive network requirements. This calculation shall be based on Common-sense industrial practice, e.g. impact assessments for different pieces of legislation and other reliable documents on important developments;

The analysis under Task 3 shall be based on the art. 21 of the TEN-T Regulation.

**Subtask 3a:** The analysis of the port infrastructure under Task 3 shall take into consideration the definitions contained in the TENtec glossary and the relevant data should be fed into the TENtec system. The detailed description of the TENtec data collection is provided in the Appendix 1. The detailed description of the TENtec data collection is provided in the Appendix 1. The list of specific data and parameters that are to be collected as regards port infrastructure is also provided in this Appendix.

With regard to Task 4, the study shall include:

- based on the analysis under Tasks 2 and 3:
  
  o provide an overview of the proposed infrastructural priorities to develop the MoS;
  
  o provide an overview of the proposed priorities to promote and develop the maritime transport services as an environment friendly mode of transport as well as assess the potential market uptake for the maritime transport services;
  
  o provide an overview of the proposed priorities to better integrate in the transport chain the seaports and land transport connections;

- an assessment of possible ways mitigation of negative impacts of maritime transport on environment including an analysis of:
  
  o deployment of alternative fuels: LNG, methanol, etc., taking into consideration the Clean Power for Transport directive\(^7\) as a baseline;
  
  o proliferation of abatement technologies such as scrubbers,
  
  o waste reception facilities and cold ironing availability
  
  o ballast water
  
  o other ways, proposed by the Contractor and based on the market developments;

- an assessment of wider benefits and impacts of MoS developments:
  
  o human factor – vocational training, knowledge managements, increased employment;
  
  o increase need of icebreaking facilities;
  
  o other ways, identified by the Contractor and based on the market developments;

- an assessment of infrastructural measures increasing maritime safety in the EU;

- an assessment of potential information and communication technologies development in the port system as part of the MoS programme, the analysis shall include port community systems, single windows, track and tracing systems, etc.;

- a need assessment for innovative pilot actions contributing to technological advancement of maritime transport;

- an assessment of positive economic impact of MoS actions implementation as well as an identification of the possible measures on view of fostering economic growth;

any other elements proposed by the Contractor to fully grasp the importance of the MoS programme.

With regard to **Task 5**, the Contractor is required to:

- Support the organisation and development of the Conferences-Forum as required by the Coordinator;
- set up and update a dedicated website on MoS which:
  - should be interactive in a way that is provided possibility for pre-identified users (approved by the Contracting Authority) to log on and publish documents and links;
  - provide necessary information on the TEN-T with information based on TENtec, links to stakeholders' websites, reports, links to documents as provided by the Contracting Authority;
  - provide information on the European Coordinator and his/her activities and meetings, any other documents, etc.
- Organise the final Conference for the Presentation and Dissemination of the Detailed Implementation Plan (DIP) this will consist on the organisation of a one stakeholders meeting in Brussels to summarise the activity and provide stakeholders' with planned further developments (at least 200 attendees in two days); the event will take place in the Commission premises and will be in English only, the cost of the travel expenses of participants as well as speakers shall not be included in the cost of this project.
- Propose thematic subjects and scopes of new cluster events corresponding to the outcome of the study

With regard to **Task 6**, the Contracting Authority may request:

- collecting additional data in relation to the previous tasks, based on the publically available sources;
- preparing additional documents, summaries etc. based on the previous tasks;
- providing the European Coordinator prior and/or during missions to Member States with information on latest developments in the country concerned;
- accompanying the Commission officials and the European Coordinator in the meetings with stakeholders or decision makers.

### 3.4. Input by the Contracting Authority

The Commission will put at the contractors' disposal the nine core network corridor studies prepared in 2014, available at the Commission's website⁸.

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The Commission will put at the contractors' disposal access to the TENtec Information System in order to consult the database on the infrastructure, in particular the GIS data of the relevant TEN-T infrastructure. Access to the TENtec Information System will be possible through the internet. Contractors shall use this system for data collection and as data base. There is thus no need for contractors to set up a separate database or to create a new tool; consequently, no such activity needs to be priced into the offer.

### 3.5. Intermediate outputs and deliverables

Throughout the duration of the contract, and unless otherwise indicated by the Commission, the Contractor shall send brief (1-2 pages in maximum) monthly reports, by e-mail, to the Commission contact person. The reports will be sent by the end of each month, describing the work that the contractor has undertaken, and, when needed, highlight any issue that might hinder the timely implementation of the contract.

An inception report shall be submitted to the Commission at the latest 1 month after the date of signature of the contract. The inception report shall in particular provide the detailed work programme and planning of the assessment in order to complete the tasks as listed above. This should also include a further specification of the methodological approach set out in the tender, including preliminary identification of stakeholders to be consulted. The report should also identify any additional need for information to be collected. The inception report shall also contain the first results of Task 1 and the Contractor's proposal as to the elements covered under Task 5. Moreover, it shall contain the results of the step 1 under the TENtec Data Collection subtasks 2a and 3a.

A First Progress Report showing progress of the work shall be submitted to the Commission at the latest 4 months after the date of signature of the contract. The progress report shall in particular provide of the results of Task 1 and preliminary results of Tasks 2 and 3, including a proposal of detailed elements for further analysis in the course of the study, in particular under Task 4. This report shall comprise a summary of the actions carried out under the MoS TEN-T horizontal priority so far as well as an executive summary with key conclusions of the study already drawn to be included in the European Coordinator's Work Plan provided for in art. 21(4) of the TEN-T Regulation. Moreover, it shall contain the results of the step 2 under the TENtec Data Collection subtasks 2a and 3a for parameters of Category 1 in the Table 5.2.

A deliverable reflecting the first "DIP" to provide the Coordinator with the technical report necessary to fulfil the requirements in article 21, i.e. presentation to the European Parliament, Member States and stakeholders of the Detailed Implementation Plan (DIP). Collection and integration of the comments received to upgrade the "DIP"

Upgrade the "DIP" by including the suggestions, comments and further information generated in the different Conference-Forum that will be promoted by the European Coordinator.

A Second Progress Report shall be submitted to the Commission at the latest 7 months after the date of signature of the contract. It shall contain the current stage of development of all the elements provided for in the description of the Task 2, 3 in particular the conclusions for an overview of the proposed infrastructural priorities to develop the MoS. The second progress report shall in particular provide the detailed work programme and first elements of the assessments made under Task 4, in particular in relation to the first bullet point. The Annex to this Report, i.e. the table containing all the projects, should be submitted in MS Excel format with active formulae (if used) and suitable for further processing, i.e. one record per project.
The projects on the list shall be divided into the following categories:

- access from the seaside;
- port infrastructure;
- hinterland connections;
- studies;
- innovation and ITS;
- other, wider benefit actions e.g. waste management facilities.

There should be a reference for all records on the list whether the individual project included:

- has been submitted by a stakeholder,
- is a result of the analysis of the sections currently not compliant with the TEN-T requirements but not covered by any infrastructure investment planning until 2030.

Moreover, it shall contain the results of the step 3 under the TENtec Data Collection subtasks 2a and 3a for parameters of Category 1 in the Table 5.2.

In order to address the confidentiality issues, this annex containing individual projects will be made for the Commission and this inventory will only assist the Commission in defining its policy and financing objectives.

**A Third Progress Report** shall be submitted to the Commission at the latest 13 months after the date of signature of the contract. It shall contain the same elements as Second Progress Report updated with the recent developments; the report shall resume the Tasks 2 and 3 as well as provide further analyses made for the Task 4, especially the conclusions drawn from Tasks 2 and 3 for the MoS programme. Moreover, it shall contain the results of the step 2 under the TENtec Data Collection subtasks 2a and 3a for parameters of Category 2 in the Table 5.2.

**The Final Report** shall be submitted to the Commission at the latest 25 months after the date of signature of the contract, shall contain all the elements provided for in the description of the Task 4 and shall include at least the following sections/chapters:

- an executive summary of the analysis undertaken under Tasks 1, 2 and 3;
- an update on the elements of analysis under Task2 and conclusions for the objectives of the MoS based on the accomplishment of this task;
- an update on the elements of analysis under Task2 and conclusions for the objectives of the MoS based on the accomplishment of this task.

Moreover, it shall contain the results of the step 3 under the TENtec Data Collection subtasks 2a and 3a for parameters of Category 2 in the Table 5.2.

The Commission will have 15 working days to provide the Contractor with its comments for each of the deliverables.
**Final output and deliverable** will consist of the final report (in Microsoft Word and PDF format), PowerPoint presentations made, project lists in MS Excel format and any contribution from stakeholders received by the contractor. The deliverables shall be in English. The contractor will submit the final report to the Commission at the latest 27 months after the signature of the contract. In addition to the electronic version 10 paper copies of the study shall be provided.

The Commission may publish the results of the studies, except for the Annex to the Second progress report containing the project lists. For this purpose, the tenderers must ensure that the study is not subject to any restrictions deriving from intellectual property rights of third parties. Should a tenderer intend to use data in the study, which cannot be published, this must be explicitly mentioned already in the offer.

The following indicative timetable is envisaged:

<table>
<thead>
<tr>
<th></th>
<th>Task 1</th>
<th>Task 2</th>
<th>Task 3</th>
<th>Task 4</th>
<th>Task 5</th>
<th>Task 6</th>
<th>Other relevant events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov-15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Signature + kick-off</td>
</tr>
<tr>
<td>30 Nov-15</td>
<td>Inception Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inception Report</td>
</tr>
<tr>
<td>Dec-15</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Jan-16</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb-16</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Apr-16</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 May-16</td>
<td></td>
<td>Second Progress Report</td>
<td>Second Progress Report</td>
<td>Second Progress Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Jun-16</td>
<td>First Deliverable DIP</td>
<td>First Deliverable DIP</td>
<td>First Deliverable DIP</td>
<td>First Deliverable DIP</td>
<td>First Deliverable DIP</td>
<td>First Deliverable DIP</td>
<td><strong>CEF call</strong></td>
</tr>
<tr>
<td>Jul-16</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Aug-16</td>
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<tr>
<td>Sep-16</td>
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</tr>
<tr>
<td>Oct-16</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov-16</td>
<td></td>
<td>Third Progress Report</td>
<td>Third Progress Report</td>
<td>Third Progress Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec-16</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Jan-17</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Feb-17</td>
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</tr>
<tr>
<td>Mar-17</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Apr-17</td>
<td>May-17</td>
<td>Jun-17</td>
<td>Jul-17</td>
<td>Aug-17</td>
<td>Sep-17</td>
<td>Oct-17</td>
<td>Nov-17</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>EP hearing, possibly TEN-T Days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Update</td>
</tr>
</tbody>
</table>

The duration of the tasks shall not exceed 27 months. This period is calculated in calendar days.

Execution of the tasks begins after the date on which the Contract enters into force by the signature of the last party (the Contractor).

In principle, the deadlines set out below cannot be extended. The Contractor is deemed solely responsible for delays incurred by subcontractors or other third parties (except for rare cases of force majeure). Adequate resources and appropriate organisation of the work including the management of potential delays should be put in place in order to observe the timetable below.

### 3.6. Meetings

A kick-off meeting will take place in Brussels, at the latest 20 days following the signature of the contract, in order to settle all the details of the study, reports and meetings to be undertaken. The meetings shall take place in Brussels after the submission of each report. The Commission is entitled to organise additional meetings, altogether no more than 2, that the Contractor must take part of.

The Contractor shall draft the minutes of these meetings.
4. **CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES**

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo. The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](http://www.w3.org/WAI/GL/WCAG20-TECHS/pdf.html) of the W3C.

For full details on Commission policy on accessibility for information providers, see: [http://ec.europa.eu/ipg/standards/accessibility/index_en.htm](http://ec.europa.eu/ipg/standards/accessibility/index_en.htm)

PDF versions of studies destined for online publication should respect W3C guidelines for accessible PDF documents. See: [http://www.w3.org/WAI/GL/WCAG20-TECHS/pdf.html](http://www.w3.org/WAI/GL/WCAG20-TECHS/pdf.html)

### 4.1. **Content**

#### 4.1.1. **Final report**

The final report shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, in English and the official languages of the maritime Member States;

- the following standard disclaimer:

  “The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

- Specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

#### 4.1.2. **Publishable executive summary**

The publishable executive summary shall be provided in English and shall include:

- the following standard disclaimer:

  “The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s

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9 The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: comm-visual-identity@ec.europa.eu
behalf may be held responsible for the use which may be made of the information contained therein."

- Specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.2. Graphic requirements

For graphic requirements please refer to the template available at Annex 4. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. For further details you may also contact comm-visual-identity@ec.europa.eu.

5. APPENDICES

Appendix 1: TENtec data collection guidance information

TENtec requirements: the contracting team shall use and provide data to/from the TENtec system following the parameters defined in the glossary

5.1 Description of task

The task of the contractor as regards the TENtec data collection (Subtasks 2a and 3a) is to ensure that a high quality and sufficient coverage dataset on the state of play of the port infrastructure would be available in the TEN Tec database.

The key principles applicable for the subtasks 2a and 3a shall be defined as follows:

- The datasets of the parameters are defined in point 5.2. The data should be collected according to categories and definitions provided in this table;
- Time horizon: the status of the network in 2014-15. The current existing data in the TENtec database shall be verified for accuracy.
- Geographical coverage: EU28 and EEA countries (Norway and Switzerland)
- Network coverage: the TEN-T Comprehensive network, which includes the Core network and the Core Network Corridors as subsets and as geographically defined in the TENtec database.

The target data coverage:

- TEN-T Core Network Corridors 99%
- TEN-T Core Network 90%
- TEN-T Comprehensive Network – 80%

The core task shall be broken down to several steps as provided below. The tenderers are expected to detail their approach to the data collection process further in their offers.

1. Assessment of the coverage and quality of the existing data in the TENtec database

Given that the infrastructure related parameters are relatively static, the contractor is expected to conduct an overview and quality assessment of the available data in the TENtec database,
with the view of extracting the data which can be re-used for the network description as by 2015. This step involves critical assessment of existing data in terms of its

- Consistency (a general quality check to identify any outliers and other odd values);
- Based on information available on recent infrastructure development projects, identification of data which, although existing, need to be updated;
- Identification of missing data.

The results of step 1 are expected to be included in the Inception Report.

2. Priorities for data collection and identification of relevant sources

Based on the results of step 1, the contractor should draw up a detailed list of data which needs to be collected, updated and/or verified and identify relevant data sources for their acquisition. First, any available data sources (such as network statements) and administrative data (e.g. datasets held by professional organisations, national ministries, regulatory bodies, river commissions, DG MOVE or any other) should be used. Data could be also available for purchase from commercial sources (such as mapping companies) or industry associations, the cost of the purchase of such data shall be included in the general offer. These opportunities of obtaining data from secondary sources should be thoroughly considered and infrastructure managers, as the primary source of data, should be approached only if data from secondary sources are not available. Any requests to infrastructure managers should be tailored according to specific situations i.e. focus on validation of existing data and/or asking to fill in concrete data gaps in. General standard questionnaires should be avoided.

Based on the results of steps 1 and 2, the contractor is expected to draw a detailed data collection plan, specifying the coverage and quality assessment results for each parameter and proposing way for acquiring missing data. The plan should be submitted to DG MOVE as part of the First progress report for parameters marked as Category 1 in the Table 5.2 and as part of the Third progress report for parameters marked as Category 2 in the Table 5.2

3. Collecting and encoding data in the TENtec database

The contractor shall collect data as agreed with DG MOVE in the data collection plan. The contractor should provide documentation of data sources, allowing an easy update of the database. The documentation should include detailed description of sources for each parameter (including web links where relevant). Any adjustments to the original data have to be explained. The structure and definitions of parameters are provided in Table 5.2. In case the Contractor faces difficulties in applying the provided definitions to specific situations or circumstances, it is expected to contact DG MOVE in order to agree on a solution. The working definitions should be kept updated accordingly, as to ensure that similar situation will be treated always in a consistent manner."

The results of the step 3 of the Data Collection subtasks shall be part of the Second progress report for parameters marked as Category 1 in the Table 5.2 and as part of the Final report for parameters marked as Category 2 in the Table 5.2.
5.2 Dedicated parameters for ports

<table>
<thead>
<tr>
<th>No.</th>
<th>TENtec Technical Parameter Name</th>
<th>Definition</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Activity</td>
<td>Freight / Passenger / Passenger and Freight</td>
<td>I</td>
</tr>
<tr>
<td>2</td>
<td>Maximum draught (m) – natural or dredged</td>
<td>Maximum draught of ship which may enter the port</td>
<td>I</td>
</tr>
<tr>
<td>3</td>
<td>Combined terminals (no. rail tracks)</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>4</td>
<td>Freight traffic flow (tons per year)</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>5</td>
<td>Port traffic (no. of vessels per year)</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>6</td>
<td>Connection with rail</td>
<td>YES / NO</td>
<td>I</td>
</tr>
<tr>
<td>7</td>
<td>Rail connection (no. of tracks)</td>
<td>Number of tracks connecting the port to the hinterland network.</td>
<td>I</td>
</tr>
<tr>
<td>8</td>
<td>Rail connection (tons/year)</td>
<td>Capacity of the rail connection (tons/year)</td>
<td>I</td>
</tr>
<tr>
<td>9</td>
<td>Transhipment facilities for intermodal transport</td>
<td>YES / NO</td>
<td>I</td>
</tr>
<tr>
<td>10</td>
<td>Road connection (no. of lanes)</td>
<td>Total no. of lanes (sum of forward-/backward lanes), connecting the port to the hinterland network.</td>
<td>I</td>
</tr>
<tr>
<td>11</td>
<td>Road connection (tons/year)</td>
<td>Capacity of the road connection (tons/year)</td>
<td>I</td>
</tr>
<tr>
<td>12</td>
<td>Waterway connection (CEMT class)</td>
<td>All classes; only Inland Waterways are meant, because a port can be connected to any other port in principle</td>
<td>I</td>
</tr>
<tr>
<td>13</td>
<td>Type of Port</td>
<td>Maritime, IWW, Maritime &amp; IWW</td>
<td>I</td>
</tr>
<tr>
<td>14</td>
<td>Port terminals (ha)</td>
<td></td>
<td>II</td>
</tr>
<tr>
<td>15</td>
<td>Combined terminals (ha)</td>
<td></td>
<td>II</td>
</tr>
<tr>
<td>16</td>
<td>Passenger or cruise terminal (passenger)</td>
<td></td>
<td>II</td>
</tr>
<tr>
<td>17</td>
<td>No. of passengers (per year)</td>
<td></td>
<td>II</td>
</tr>
<tr>
<td>18</td>
<td>Passenger traffic flow (pax per year)</td>
<td></td>
<td>II</td>
</tr>
<tr>
<td>19</td>
<td>Freight capacity (tons per year)</td>
<td></td>
<td>II</td>
</tr>
<tr>
<td>20</td>
<td>Intelligent Transport Systems (VTMIS)</td>
<td>In operation YES / NO</td>
<td>II</td>
</tr>
</tbody>
</table>
5.3 Appendix 1: TENtec General parameters

OMC Glossary [subject to minor changes], can be found at:

6. ANNEXES

1. Tenderer’s Identification Form
2. Declaration related to the exclusion criteria and absence of conflict of interest
3. Power of Attorney (mandate in case of joint tender)
4. Standard Word template for studies (separate document)
5. Draft Contract (separate document)
6. Template for selection criteria
ANNEX 1

IDENTIFICATION OF THE TENDERER
(Each service provider, including any member of a consortium or grouping and subcontractor(s) whose share of the work is more than 20% of the contract must complete and sign this identification form)

Call for tender MOVE/B1/2015-201

<table>
<thead>
<tr>
<th>Identity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the tenderer</td>
<td></td>
</tr>
<tr>
<td>Legal status of the tenderer</td>
<td></td>
</tr>
<tr>
<td>Date of registration</td>
<td></td>
</tr>
<tr>
<td>Country of registration</td>
<td></td>
</tr>
<tr>
<td>Registration number</td>
<td></td>
</tr>
<tr>
<td>VAT number</td>
<td></td>
</tr>
<tr>
<td>Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance)muşu填写</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of registered office of tenderer</td>
<td></td>
</tr>
<tr>
<td>Where appropriate, administrative address of tenderer for the purposes of this invitation to tender</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>First name:</td>
<td></td>
</tr>
<tr>
<td>Title (e.g. Dr, Mr, Ms):</td>
<td></td>
</tr>
<tr>
<td>Position (e.g. manager):</td>
<td></td>
</tr>
</tbody>
</table>

10 For natural persons
<table>
<thead>
<tr>
<th>Telephone number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax number:</td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
</tbody>
</table>

**Legal Representatives**

<table>
<thead>
<tr>
<th>Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties</th>
</tr>
</thead>
</table>

**Declaration by an authorised representative of the organisation**\(^\text{11}\)

I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
<td></td>
</tr>
</tbody>
</table>

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\(^\text{11}\) This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.
ANNEX 2

Declaration of honour on exclusion criteria and absence of conflict of interest

(Complete or delete the parts in grey italics in parenthese)
[Choose options for parts in grey between square brackets]

The undersigned (insert name of the signatory of this form):

☐ in [his][her] own name (for a natural person)

or

☐ representing the following legal person: (only if the economic operator is a legal person)

full official name:

official legal form:

full official address:

VAT registration number:

➢ declares that [the above-mentioned legal person][he][she] is not in one of the following situations:

a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;

d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;

e) has been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;

f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

➢ (Only for legal persons other than Member States and local authorities, otherwise delete) declares that the natural persons with power of representation, decision-
making or control\(^\text{12}\) over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

- declares that [the above-mentioned legal person][he][she]:
  
g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
  
h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
  
i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
  
j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;

- acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties\(^\text{13}\) if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

<table>
<thead>
<tr>
<th>Full name</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>

\(^{12}\) This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

\(^{13}\) As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation
ANNEX 3

POWER OF ATTORNEY

mandating one of the partners in a joint tender as lead partner and lead contractor

The undersigned:
– Signatory (Name, Function, Company, Registered address, VAT Number)

having the legal capacity required to act on behalf of his/her company,

HEREBY AGREES TO THE FOLLOWING:

1) To submit a tender as a partner in the group of partners constituted by Company 1, Company 2, Company N, and led by Company X, in accordance with the conditions specified in the tender specifications and the terms specified in the tender to which this power of attorney is attached.

2) If the European Commission awards the Contract to the group of partners constituted by Company 1, Company 2, Company N, and led by Company X on the basis of the joint tender to which this power of attorney is attached, all the partners shall be co-signatories of the Contract in accordance with the following conditions:
   (a) All partners shall be jointly and severally liable towards the European Commission for the performance of the Contract.
   (b) All partners shall comply with the terms and conditions of the Contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the Contract.

1) Payments by the European Commission related to the services and/or supplies subject to the Contract shall be made through the lead partner’s bank account: [Provide details on bank, address, account number].

2) The partners grant to the lead partner all the necessary powers to act on their behalf in the submission of the tender and conclusion of the Contract, including:
   (a) The lead partner shall submit the tender on behalf of the group of partners.
   (b) The lead partner shall sign any contractual documents — including the Contract, and Amendments thereto — and issue any invoices related to the Services on behalf of the group of partners.
   (c) The lead partner shall act as a single contact point with the European Commission in the delivery of the services and/or supplies subject to the Contract. It shall co-ordinate the delivery of the services and/or supplies by the group of partners to the European Commission, and shall see to a proper administration of the Contract.

Any modification to the present power of attorney shall be subject to the European Commission’s express approval. This power of attorney shall expire when all the contractual obligations of the group of partners towards the European Commission for the delivery of the services and/or supplies subject to the Contract have ceased to exist. The parties cannot terminate it before that date without the Commission’s consent.

Signed in …………………………… on [dd/mm/yyyy]

Place and date:
Name (in capital letters), function, company and signature:

14 To be filled in and signed by each of the partners in a joint tender, except the lead partner;
ANNEX 4
Standard Word template for studies

See separate document.

ANNEX 5
DRAFT CONTRACT

See separate document.

* * * * *
## ANNEX 6
### TEMPLATE FOR SELECTION CRITERIA

<table>
<thead>
<tr>
<th>Criteria relating to the tenderer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience in carrying out studies and research in the field of transport infrastructure and maritime transport and logistics with at least 4 projects delivered in this field in the last three years with a minimum value for each project of EUR 185,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project</th>
<th>Field and short description of the project</th>
<th>Amount (at least EUR 185,000.00)</th>
<th>Year (from the last 3 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of project 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of project 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of project 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of project X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Experience of working in English

<table>
<thead>
<tr>
<th>Project</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td></td>
</tr>
<tr>
<td>Project 2</td>
<td></td>
</tr>
<tr>
<td>Project 3</td>
<td></td>
</tr>
<tr>
<td>Project 4</td>
<td></td>
</tr>
</tbody>
</table>

### Capacity to draft reports in English

<table>
<thead>
<tr>
<th>Examples of projects</th>
<th></th>
</tr>
</thead>
</table>

### Experience of working in at least 10 maritime Member States with at least three projects delivered

<table>
<thead>
<tr>
<th>Project</th>
<th>Short description of the project</th>
<th>Geographical coverage</th>
<th>Year (last 3 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of project 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of project 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of project X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Experience in survey techniques, data collection, statistical analyses and drafting reports and recommendations

<table>
<thead>
<tr>
<th>Survey techniques</th>
<th>Examples of projects where this task has been carried out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data collection</td>
<td></td>
</tr>
<tr>
<td>Statistical analyses</td>
<td></td>
</tr>
</tbody>
</table>
Reports

Recommendations

Experience in carrying out projects involving two or more Member States at the same time

Project 1

Project X

Experience in preparation and organisation of at least one high level international meeting

Event 1

<table>
<thead>
<tr>
<th>Criteria related to the team delivering the service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project manager</strong></td>
</tr>
<tr>
<td>Name of the team member</td>
</tr>
<tr>
<td>Person A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Team for the analysis of data (experts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the team member</td>
</tr>
<tr>
<td>Person B</td>
</tr>
</tbody>
</table>

Person …
<table>
<thead>
<tr>
<th>Name of the team member</th>
<th>Years of relevant experience (minimum 2 years)</th>
<th>Proven professional experience in data collection techniques and/or organisation of meetings and/or drafting skills</th>
<th>Languages – also include the level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person C</td>
<td>(please include for each column the relevant elements from the CV)</td>
<td>Collectively the team should cover 5 EU languages spoken in the maritime Member States</td>
<td></td>
</tr>
<tr>
<td>Person D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person …</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>